

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: August 31, 2018

PERSONNEL LETTER #18-016

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Marissa Revelino, Chief
Personnel/Payroll Services Division

RE: AFFORDABLE CARE ACT COMPLIANCE REPORT AND SYSTEM UPDATES

In an effort to provide the most accurate ACA data to employees and the Internal Revenue Service (IRS), the State Controller's Office (SCO) has made updates to compliance reports and the ACA System (ACAS) to aid agencies in keying, reviewing and tracking employee data.

COMPLIANCE REPORT UPDATES

PDA2050F

The IRS does not accept invalid addresses through the annual reporting process. Effective September 1, 2018, SCO is updating compliance report PDA2050F to notify agencies and campuses of employee(s) without an address that the IRS will accept. For each employee listed on the report, please update the address record as appropriate. This report will be available on ViewDirect as indicated below.

- Report ID: PDA2050F
- Revised report name: EMPLOYEE WITHOUT APPROPRIATE ADDRESS

PDA2050G

Effective September 1, 2018, SCO is updating compliance report PDA2050G to allow ACA Status Code 6A as an acceptable status code for District Agricultural Association 119-Day employees (employees with an * in the 7th character of the position number). Previously, the only acceptable status code for these employees was 2A. For each employee listed on the report, please update the ACA Status Code. This report is available on ViewDirect as indicated below.

- Report ID: PDA2050G
- Revised report name: 119 DAY EE WITH STATUS CODE OTHER THAN 2A OR 6A

PDA2060A

Effective September 1, 2018, SCO is updating compliance report PDA2060A to allow ACA Status Codes 1B, 1C, 1D, 1E, and 6A for temporary intermittent employees. Previously, the only acceptable status code for these employees was 2A. Please update the ACA Status Code for each employee listed on the report. This report is available on ViewDirect as indicated below.

- Report ID: PDA2060A
- Revised report name: TEMP INTERMITTENT EE WITH CODE OTHER THAN 2A, 6A, OR COBRA

For inquiries specific to Personnel staff authorized to access ViewDirect, contact PPSD Decentralized Security by emailing dsa@sco.ca.gov. Refer to the ViewDirect Manual for access and printing procedures.

ACAS UPDATES

The navigation of the ACAS has been updated as follows:

- “Pause-Break” may be used as an additional exit option
- “F3” or “Pause-Break” will now return users the previous screen

For questions regarding compliance reports or other inquiries related to ACAS, contact the ACA Online Support via phone at (916) 322-3770 or by emailing acasupport@sco.ca.gov.

MR:MV:ACAS